

HRPD COURSE DESCRIPTIONS

FY 2005 – 2006

Rev. 6/21/05

Core Courses

HR Overview (4 hours)

This course describes and defines the key roles and responsibilities of the HR function in state agencies. Current issues, trends, and challenges facing human resource management (HRM) and human resource development (HRD) practitioners are addressed. Particular emphasis is given to the strategic role HR should play in organizations, and the competencies needed by HR professionals to fulfill that role.

State Government Workforce (6 hours)

Converging demographic and economic trends create changing issues, needs, and challenges in managing the state government workforce. You will receive current data regarding the workforce, learn how to access information and resources to support workforce planning and development in your agency, and identify initiatives your HR Office can undertake to address your agency's key workforce issues.

Ethics and HR (4 hours)

As the issues faced by HR practitioners have increased in number and complexity, so have the pressures and challenges of acting ethically. The purpose of this session is to promote and support ethical decision making and behaviors in state government. Particular attention is given to the legal and ethical dilemmas of HRM and HRD practice.

Human Performance Improvement (6 hours)

The EPMS and training are just two of several possible approaches to organizational and individual performance improvement. In this session participants will learn how to systematically identify and analyze significant performance gaps, and to select and design various interventions to address them.

HR Metrics (3 hours)

All organizations, and units within organizations, are increasingly being required to demonstrate their accountability. Without adequate measures, HR cannot demonstrate its value or its contributions to the agency. This session will provide insight into developing, managing, and presenting HR metrics for both strategic and operational needs.

Retaining and Developing Human Capital (6 hours)

Keeping good employees is essential to an agency's success. This session provides an overview of the key factors impacting employee retention, and offers practical tools and techniques for maintaining and developing a productive workforce.

HRM Track

HR Information Systems (3 hours)

This course enhances participants' ability to use data to support strategic agency and HR decision making by learning when data is needed, how to use it, and where to gather it. You will learn how to maximize your use of the state's HRIS, plus become more aware of a range of information resources available to HR practitioners from external sources.

Recruitment and Selection (3 hours)

Effective recruitment and selection are keys to having an effective workforce. In this session participants will learn how to target recruiting efforts to attract and select the best qualified candidates for the agency, while staying in compliance with the law.

Compensation and Benefits (6 hours)

This course describes the key components of state government's total compensation package, including monetary and non-monetary compensation, benefits, and rewards systems. Participants will learn how to best use the compensation/broad banding systems' flexibilities. Information is also provided on how to access information and resources regarding the retirement and insurance services systems.

Organizational Change and HR (6 hours)

Addressing the dynamics of organizational change, and methods to consider when changing the organizational structure, this course provides tools your HR office can use as an agent for successful change. Because major changes in organizational goals or strategy are often followed by changes in structure, attention is given to HR issues that may emerge when implementing a new organizational structure. You will have the opportunity to apply the theory to a change your office would like to implement, and to explore ways HRM and HRD can collaborate as agents for change.

Performance Management (6 hours)

Performance management involves more than performance appraisal. This course addresses performance management as a systematic process by which the agency involves its employees, as individuals and members of a group, in improving organizational effectiveness to accomplish agency mission and goals.

Employee Relations (6 hours)

HR professionals are often called upon to advise management and employees about policies that address the employer/employee relationship. This session reviews the myriad of federal and state laws and regulations that define and support a fair, equitable, and healthy relationship between employee and employer. Particular attention is given to those laws and regulations that most frequently come into play regarding today's workforce.

HRD Track

HRD Planning (3 hours)

HRD involves more than delivering classroom training. This session addresses the importance of, and techniques for, designing an HRD plan that supports the mission, goals, and employee development needs of the organization. Topics include curriculum development, addressing learning needs at all organizational levels, and use of individual development plans.

Instructional Design (12 hours)

HR practitioners often need to develop and deliver training sessions for employees. Participants will learn how to develop learner-centered objectives and lesson plans that address the needs of adult learners, follow the experiential learning cycle, and help trainees transfer their learning to on-the-job performance. You will have the opportunity to apply these techniques to a training session you currently need to design or re-design.

Delivery Skills for the Classroom (12 hours)

This course is designed for the HR practitioner who is called upon to “train” because of his or her technical expertise, but has little or no formal preparation as a trainer. Participants will learn about the similarities and differences between “presenting” and “training”. You will have the opportunity to practice techniques to make a training session you currently deliver more effective, while actively involving trainees in the learning process.

Needs Assessment (3 hours)

A well-executed needs assessment helps assure that the agency’s training and development resources are directed toward the most important learning needs of employees, and the priority business needs of the organization. This session provides a variety of tools and techniques to help identify these needs and develop action plans to address them.